



# City of Santa Barbara

## Public Works Department

www.ci.santa-barbara.ca.us

### GUIDELINES FOR SEWER TAP PERMIT

#### I. APPLICATION BY PROPERTY OWNER/CONTRACTOR

- A. Property Owner or Contractor completes all requested information on the application form.
- B. The completed application form with any additional pertinent information and/or payment of all appropriate fees, if applicable, may be completed at :

City of Santa Barbara – Public Works Department  
630 Garden Street  
Santa Barbara, CA 93101

1. The Contractor shall obtain all necessary permits at the Public Works Department Permit Counter, and perform the work in compliance with all applicable City codes.
2. The Property Owner/applicant further understands that the City assumes no responsibility for damages caused by the Contractor in the performance of any repairs.

#### 3. To schedule your sewer tap:

Sewer taps will only be scheduled after a Public Works' permit number has been issued. Sewer taps will then be performed by City staff on the following days and times:

Tuesdays, Wednesdays, or Thursdays,  
at either  
7:30 a.m., 9:30 a.m., 11:30 a.m. or 1:30 pm.  
Work to be done is also based on City staff's schedule.

Please call Alex Alonzo, Project Coordinator, at (805) 568-1026, Monday – Friday, between the hours of 7:00 a.m. and 3:00 p.m., to schedule an appointment for your requested day and time.

#### II. NOTES TO CONTRACTORS

- A. The Contractor is responsible for the final compaction around the main. If City staff identifies any sags or offsets during follow-up CCTV inspection after the completion of the sewer tap, the Contractor will be required to complete repairs per City standards. If damage to the City's main is caused by the Contractor, the Contractor is required to repair it. If City staff does the repair, the Contractor will be billed for staff time and material.
- B. The Contractor is responsible for repairing any damaged pipe sufficiently to the City of Santa Barbara's Construction Standard Details. The Contractor's attention is directed to the fact that a portion of these existing sewer pipes, are vitrified clay pipe (VCP) which may be subject to failure under certain stress levels. It will be necessary for the Contractor to exercise extreme caution in these areas during the excavation of pipe to prevent damage.
- C. The Contractor is also responsible for the following:
  1. Trench shoring safety requirements, and
  2. All applicable traffic control requirements as required by the City of Santa Barbara, the County of Santa Barbara, and Caltrans.
- D. The assigned Public Works Inspector shall determine if the job site meets all identified standards. Furthermore, the Inspector has the authority to require the Contractor to make necessary changes to meet compliance prior to City staff's arrival.
- E. The City reserves the right to alter the requested tap location within a reasonable distance. This shall be done as a cautionary measure if a preexisting tap already exists, and to also allow the contractor to abandon any pre-existing lateral at the mainline.

#### Main Offices

630 Garden Street  
P.O. Box 1990  
Santa Barbara, CA  
93102-1990

#### Administration

Tel: 805.564.5377  
Fax: 805.897.2613

#### Engineering

Tel: 805.564.5363  
Fax: 805.564.5467

#### Facilities

Tel: 805.564.5415  
Fax: 805.897.2577

#### Street Maintenance

Tel: 805.564.5413  
Fax: 805.897.1991

#### Transportation Operations

Transportation Planning  
Tel: 805.564.5385  
Fax: 805.564.5467

#### Water Resources

Tel: 805.564.5413  
Fax: 805.897.1991

#### Water Supply Mgmt.

Tel: 805.564.5460  
Fax: 805.897.2613

#### Downtown Parking

1115 Anacapa Street  
Santa Barbara, CA  
93101  
Tel: 805.963.1581  
Fax: 805.963.1542